

PART 2006 - MANAGEMENT

SUBPART A - NATIONAL DIRECTIVES

Section 2006.1 General

This instruction supplements RD Instruction 2006-A.

Section 2006.10 Manual Maintenance

Manual Maintenance. The Missouri policy regarding maintenance of procedure manuals is as follows: The State Office will maintain a set of master manuals in accordance with RD Instruction 2006-A. All other offices will review each National Instruction and keep hard copies of only those regulations they determine to be essential for their office. These essential procedures will be kept up to date with all National revisions and National ANs. All other National Instructions may be removed from the manuals and discarded. Any instruction not maintained must be accessed via the internet, by the office staff, as needed.

The tabs for all National Office instructions should be left in place for future filing, if needed.

Each RDM/CDM will designate a person in each Area/Local Office to review National Directives as the office is notified. This person will be responsible for seeing that the contents of directives are brought to the attention of and made available to, all employees concerned. The designee will also make sure that hard copies of changes are placed in the procedure manuals for those National Instructions that the office has decided to maintain.

Forms Manual Inserts Binder. Each office will maintain a current RD Forms Listing in the front of this binder. It is up to each office to decide which FMIs they maintain in hard copy. Any other FMIs must be accessed via the internet as needed.

Arrangement of Material. Handbooks governing correspondence, time and attendance, and National and State Guide Letters can be maintained in separate binders. Extra copies of selected letters and memorandums can also be filed in binders for use as guides.

Handling of new directives. After inserting a new instruction and removing obsolete material, any state notations will be transferred from the obsolete material to the comparable place on the new issuance. Any needed changes in paragraph reference will be made by state procedure notice or release of a new state instruction.